



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

CONNY B. McCORMACK

Registrar-Recorder/County Clerk

June 17, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE 2002-03 APPROPRIATION ADJUSTMENT FOR THE DEPARTMENT OF
REGISTRAR-RECORDER/COUNTY CLERK
(ALL DISTRICTS) (4 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the attached appropriation adjustment appropriating \$1,016,000 in over-realized recording fee revenue to offset early repayment of a Productivity Investment Fund loan.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Due to the uncertain budgetary outcome of next fiscal year, we are requesting an increase to Operating Transfers Out to fund an early repayment of a \$1,000,000 Productivity Investment Fund loan plus accrued interest of \$16,000. This loan was approved by the Quality and Productivity Commission on February 25, 2002 to fund costs for the Election Tally System/Automatic Ballot Layout Project and was originally scheduled to be repaid over the next four fiscal years. The revised repayment schedule has been discussed with and approved by Quality and Productivity Commission staff.

Based on recording fee revenue collected through May 2003, a surplus in our recording fee budget exceeds the appropriation adjustment request of \$1,016,000.

Implementation of Strategic Plan Goals:

This request supports the County's Strategic Plan as follows:

Goal No. 4: Fiscal Responsibility: Strengthen the County's fiscal capacity. Manage effectively the resources we have by realigning appropriation and estimated revenues to more appropriately reflect our current fiscal environment. Additionally, the Department will realize a saving of \$109,000 in interest as a result of early repayment.

FISCAL IMPACT/FINANCING

The requested appropriation adjustment is fully funded by increased recording fee revenues resulting from continuing increases in refinancing activity in the real estate market due to low interest rates. This requested action will not increase net County cost.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The requested appropriation adjustment does not impact current election and recorder/County clerk operations.

Respectfully submitted,

CONNY B. McCORMACK
Registrar-Recorder/County Clerk

CMC:AS
Attachments (2)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
Auditor-Controller

Attachment I

Page 1 of 3

March 7, 2002

Conny B. McCormack
Registrar-Recorder/County Clerk
12400 East Imperial Highway
Norwalk, CA 90650

Dear Ms. McCormack:

This is to advise you that the **Election Tally System/Automatic Ballot Layout** was approved for funding by the Quality and Productivity Commission on February 25, 2002.

Election Tally System/Automatic Ballot Layout	
Grant/Loan Number:	<u>02.14</u>
Grant Amount:	<u>\$ 0</u>
Loan Amount:	<u>\$ 1,000,000</u>

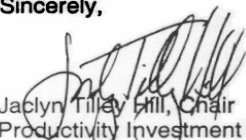
The attached Agreement of Acceptance of Loan Funds outlines the terms and conditions of the loan. Also attached is a Schedule of Withdrawal and Payments, along with the Notice of Funding and Repayment. If you approve of the terms in these documents, please sign and return them within **30 days** from the date of this letter to:

Chair, Productivity Investment Board
565 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Please let Executive Director Gregory Cherep or Programs Manager Merce Gillo know at (213) 974-1390 if you have any questions or may require additional information.

Congratulations on the approval of your project. We look forward to your reports on the success of your project.

Sincerely,


Jaclyn Tilley Hill, Chair
Productivity Investment Board

JTH:MMG
Attachments

c: CAO Budget Analyst
Departmental Productivity Manager
CAO Budget Services
Executive Office, Board of Supervisors



County of Los Angeles

**Quality and Productivity
Commission**

565 Kenneth Hahn
Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Telephone: (213) 974-1390
Facsimile: (213) 626-3890
Website: <http://qpc.co.la.ca>

Chair

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1st Vice-Chair
Patricia D. Johnson
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Gerald Nadler, Ph.D.
Alan T. Sasaki
Bud Treece
William C. Waddell, D.B.A.
Stephen A. Wesson
Joseph P. Wetzler

Executive Director
Gregory J. Cherep



Attachment I

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**QUALITY AND PRODUCTIVITY COMMISSION
PRODUCTIVITY INVESTMENT FUND
Grant Number: 02.15**

AGREEMENT FOR ACCEPTANCE OF LOAN FUNDS

We accept loan fund of \$1,000,000 from the Productivity Investment Fund for the **Election Tally System/Automatic Ballot Layout** program.

Use of Funds:

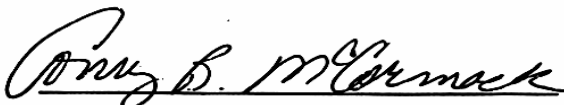
We agree to use the funds *only* for the purposes stated in the application and to withdraw funds only as needed in the quarter. If circumstances change, and the funded project does not proceed or is delivered for less than the loan amount, the unspent funds will be returned to the Productivity Investment Fund.

Reporting Requirements:

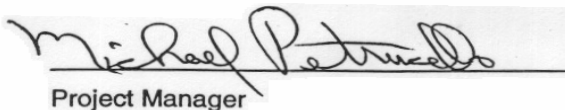
We understand that we are to provide annual reports while the project is in progress and a completion report with an accounting expenditures and a post-project evaluation report on the programmatic success of the project and estimated cost savings or avoidance. It is further understood that we may be asked to report in person at future Productivity Investment Board meetings, or to conduct a site visit for Commissioners during or after implementation of the project.

Recognition Requirements:

We understand that Commission sponsorship will be appropriately acknowledged in any written materials that are created in implementing or reporting on the project.



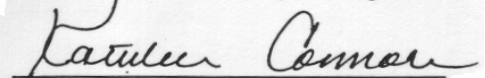
Department Head



Project Manager



Quality and Productivity Manager.



Budget/Finance Manager

Date: 3-18-02

02.14

Schedule of Withdrawals and Payments

Department:	Registrar-Recorder/County Clerk	Loan Amount:	\$1,000,000	Revision Date:	04/29/2003	Status:	Active
Project:	Election Tally System/Automatic Ballot Layout	Interest Rate:	4.37%	Revision No:	1		
Loan No:	02.14	Grant Amount:	\$0	Loan Term:	1.75		
	Approval Date: 02/25/2002						

FY/Quarter	LOAN SCHEDULE				LOAN ACTUAL			GRANT	
	Scheduled Withdrawal	Principal Payment	Principal Balance	Interest	Scheduled Payment	Actual Withdrawal	Actual Payment	Scheduled Withdrawal	Actual Withdrawal
2001-02.2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2001-02.3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2001-02.4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2002-03.1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2002-03.2	\$455,000	\$0	\$455,000	\$0	\$0	\$0	\$0	\$0	\$0
2002-03.3	\$545,000	\$0	\$1,000,000	\$4,971	\$0	\$0	\$0	\$4,971	\$0
2002-03.4	\$0	\$1,000,000	\$0	\$10,925	\$1,015,896	\$0	\$0	\$15,896	\$0
Totals:	\$1,000,000	\$1,000,000		\$15,896	\$1,015,896	\$0	\$0	\$0	\$0

Attachment II

BOARD OF
SUPERVISORS
OFFICIAL COPY

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COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. 710
No.

DEPARTMENT OF Registrar Recorder/County Clerk

June 4, 2003xx

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2002-2003

(4 Votes)

Sources:

Registrar-Recorder/County Clerk

Recording Fee Revenue

A01-RR-11300-9341

\$ 1,016,000

Uses:

Registrar-Recorder/County Clerk

Operating Transfers Out

A01-RR-11300-6100

\$ 1,016,000

Justification:

This budget adjustment reflects the repayment of a PIF loan and interest in FY 2002-03 funded by over-realized recording fee revenues.

Kathleen Connors

Chief, Finance & Management Division

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR—		ACTION		APPROVED AS REQUESTED		AS REVISED	
		RECOMMENDATION		19		CHIEF ADMINISTRATIVE OFFICER	
AUDITOR-CONTROLLER BY				APPROVED (AS REVISED): BOARD OF SUPERVISORS		19	
No.		19		BY		DEPUTY COUNTY CLERK	